

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Philadelphia, PA		2. POSITION NUMBER 74786	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Promotion (Non-Competitive Promotion) <i>AAGEG DS-98 8/90</i>					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation <i>Superfund Records Management Specialist</i>		<i>GS</i>	<i>301</i>	<i>13</i>	<i>001</i>
4. Supervisor's Recommendation Superfund Records Mgmt Coordinator		GS	0301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Van Reed, Paul R			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 3		g.			
Hazardous Site Cleanup Division		h. Employing Office Location Philadelphia, PA			
Administrative Support Branch		i. Organization Code 90342830			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Karen Melvin, Acting Deputy, HSCD		d. Typed Name and Title of Second-Level Supervisor Kathryn Hodgkiss, Acting Director, HSCD			
b. Signature <i>Karen Melvin</i>		c. Date JAN 29 2013	e. Signature <i>Karen Melvin</i>		f. Date JAN 29 2013
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<input checked="" type="checkbox"/> a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code —	
g. Bargaining Unit Code <i>1043</i>		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<i>35</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature <i>Kim Crum</i>	
				j. Date <i>4/23/13</i>	
11. REMARKS					

SUPERFUND RECORDS MANAGEMENT SPECIALIST GS-301-13

INTRODUCTION

This position is located in the Administrative Support Branch, Office of Technical and Administrative Support, Hazardous Site Cleanup Division, Region 3.

MAJOR DUTIES AND RESPONSIBILITIES

Manage and operate the Region's Superfund Records Center and Public Reading Room. Serve as the records/information coordinator and focal point for all records management and related information processing issues within the Superfund program. Responsible for official recordkeeping systems for the Superfund program and overall management of the Hazardous Site Cleanup Division (HSCD) Records Center, encompassing all Superfund site documents. Manage a centralized Superfund site records function, standardized records retention, records access, and document searching capability while providing for security and integrity of the Superfund records to meet regional and national standards, as well as governing statutes including but not limited to the Freedom of Information Act and the Privacy Act. Develop strategies and procedures to accomplish this task. Analyze and evaluate problems and issues related to records utilization, management procedures and information processing methods and usage (e.g. workflow, standard operating procedures and policies). Solutions to problems may involve cost/benefit analysis and the application of advanced technologies. Develop tools promoting effective coordination and efficient use of computerized information maintained in the Superfund program.

Serve as Division representative on Regional and Headquarters workgroups and task forces involved in solving Superfund records management and information processing issues, and developing national policies for same. Prepare analysis and summaries on pertinent issues and hold briefings for Superfund management as necessary. Provide counsel to interagency records/information policy bodies, such as the National Archives and Records Administration. Maintain contracts and work closely with various federal and state agencies on records issues and developments. Agencies include but are not limited to the National Archives and Records Administration, the Department of Justice, the Department of Defense and regional state environmental agencies. Work with National Priorities List site managers (Remedial Project Managers and On-Scene Coordinators), Community Relations personnel, and Agency attorneys to develop and refine information systems coordinations and records transfers.

Work with program staff to analyze, modify and streamline information processing procedures and document processing procedures. These issues include but are not limited to records retention, document and report generation procedures, information sharing policies and methods,

Freedom of Information Act (FOIA) procedures and confidential business information issues (CBI). Responsible for control measures for on-site handling of CBI. Advise and recommend process and policy improvements to management that establish better benchmarking and ensure consistency with Agency, National, Government and Industry standards. Develop, modify, and maintain written Superfund Records Management procedures and policies. Develop and revise as needed, internal policies and procedures for maintaining the Hazardous Waste Site Administrative Records and Public Reading Room. Coordinate and implement Agency action for establishment and maintenance of field repositories for Hazardous Waste Site Administrative Records according to Agency guidelines. Track status of current and past Administrative Records using the automated Administrative Records Tracking System. Plan administrative record production workload outputs by reviewing status of sites and arranging for sufficient resources to meet requirements. Coordinate and implement action with states and other federal agencies on administrative record production. Prepare and present information, briefings, and records management training to Division staff and managers.

Perform a wide range of complex administrative tasks associated with several EPA an/or Region 3 information systems, including but not limited to the Comprehensive Environmental Response, Compensation, and Liability Act Information System (CERCLIS), the Superfund Document Management System (SDMS), the Superfund Enterprise Management System (SEMS) and the document tracking system. Analyze information flow procedures with Superfund and across related information systems to include SDMS, the Administrative Records information System (ARIS) and the internet. Work closely with Headquarters, Research Triangle Park and other Regions to ensure consistency in approach and to receive maximum benefit from use of funds. Evaluate existing electronic information systems and equipment and implement enhancements or modifications of computer programs in support of the way Superfund information is maintained and provided to the public. Select and apply appropriate program evaluation and measurement techniques in determining the extent of compliance with information management rules and regulations issues by the Agency. Evaluate the process of responding to requests for Superfund records and make recommendations to management to streamline the process.

Serve as Work Assignment Manager. Identify and plan for work to be done, obtain proper funding commitments/procurements (if necessary), and administer contract work assignments or task orders for information management support and other contractor support as required. Define and prepare scope of work for assignments, ensuring that they are within the overall scope of contract. Develop independent government cost estimates identifying the level of effort required to complete the work assignment to ensure maximum value to the government and compliance with applicable procurement/acquisition regulations and guidance. Monitor and oversee the performance of the work assignment. Provide the necessary technical direction to the contractor. Review all vouchers submitted by the contractor for payment against the

appropriate work assignment and recommend approval or disapproval through the Project Officer.

Factor 1 -Knowledge Required by the Position 1-8, 1550 Points

Mastery of a wide range of qualitative and quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex managerial processes and systems. These include principles and practices of EPA programs, records management, information systems analysis and design, and Federal practices and requirements in these areas.

Comprehensive knowledge of the range of administrative law, policies, regulations and precedents applicable to the administration of one or more important public programs.

Knowledge of Agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments.

Analytical skills in identifying and defining problems and causes of inefficient records management practices. Incumbent must have knowledge required to determine the analytical techniques to be used in conducting analysis in these areas.

Skill to plan, organize, and direct team study work and to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial Agency resources, require extensive changes in established procedures, or may be in conflict with the norms of the activity studied.

Knowledge of relevant emerging technologies, policies, processes that may potentially impact the conduct of business, or that may be harnessed to improve business practices. Craft standard operating procedures for interacting information systems, digital and manual, for integrating content and process within systems, and content delivery across selected systems. Ensure that sufficient documentation and supporting materials are current and available.

Maintain current awareness of industry best practices for records/information management and university and standards organizations' theoretical and applied advances (e.g. National Archives and Records Administration (NARA), the International Standards Organization (ISO), American Records Management Association (ARMA) and Association for Information and Image Management (AIIM).

Thorough knowledge of Agency and U.S. Government contract management practices, rules, regulations and guidance.

Factor 2 - Supervisory Controls 2-4, 450 Points

The employee works independently, receiving general supervision from the Branch Chief. The supervisor is kept informed of progress of studies and programs, is advised of unusual problems encountered, and receives recommendations for solutions to problems from the employee, which are generally accepted. The incumbent is independently responsible for execution of studies and programs. Work is evaluated on the basis of results achieved. On own initiative, determines sources of assistance such as use of private consultants, vendors, other Federal agencies and Headquarters personnel. Determines the extent to which these sources will be utilized in solving problems.

Factor 3 – Guidelines 3-4, 450 Points

Guidelines consist of applicable laws, regulations, general manuals and texts, as well as general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for applicable issues and problems studied. Administrative policies and precedent studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may refine or develop more specific guidelines such as implementing regulations or methods, or contribute to development and implementation of regional, and even national, policy.

Factor 4 – Complexity 4-5, 325 Points

Analyze interrelated issues of effectiveness, efficiency, and productivity of substantive records and information programs. Develops detailed plans, goals and objectives for the long-range implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing, and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or re-evaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to uncertainties about the data and other variables which affect long-range program performance.

Factor 5 - Scope and Effect 5-4, 225 Points

The purpose of the work is to develop and implement records management policies, procedures and guidelines; to better achieve long and short term goals; and to facilitate the streamlining of program support while taking into consideration the cost effectiveness and economic impact. The work impacts the HSCD programs because the work covers the retention, maintenance, integrity and availability of all Superfund records. The work may affect the nature of

administrative work done in components of other agencies and departments. The work may involve analysis, evaluation, development and implementation of new and/or innovative approaches, processes, and techniques that could serve as models for other offices and agencies.

Factor 6 & 7 – Personal Contacts/Purpose of Contacts 6-3/7-3, 180 Points

Incumbent maintains working relationships with the appropriate EPA Headquarters and Regional Records Information officials regarding development of nationwide EPA policy in the areas of records management and regulations development. Represent the Superfund program with regional and Headquarters staff, General Services Administration, National Archives and Records Administration (NARA), and vendors.

The purpose of contacts is to plan, develop, coordinate, and encourage adoption and acceptance of new/improved systems. Problems are sometimes encountered due to a resistance to change and entrenched, but inefficient, practices. Incumbent must anticipate areas of resistance and controversy.

Factor 8 - Physical Demands 8-1, 5 Points

The work is sedentary in nature. Manual dexterity is required in operation of a personal computer and/or other office machines.

Factor 9- Work Environment 9-1, 5 Points

The work is performed in a standard office environment. Travel to EPA Headquarters, other regions, or meetings may be required.

Total Points: 3190
3155-3600 = GS-13

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Paul R. Van Reed		This position has no extramural resources management responsibilities.
Position Number	3H54213172		Total extramural resources management duties occupy less than 25% of time.
Title	Superfund Records Mgmt Coordinator	<input checked="" type="checkbox"/>	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	0301/GS-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Hazardous Site Cleanup Division		90342830

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	<i>[Signature]</i>	Date	1/29/13
Personnel Specialist's	<i>[Signature]</i>	Date	02/28/13

Part 1. Contracts Management Duties

	<input checked="" type="checkbox"/>	Monitors management and performance of delivery orders/work assignments after award
Pre-award:		
<input checked="" type="checkbox"/> Plans Procurements	<input checked="" type="checkbox"/>	Defines scope of work for work assignments
<input checked="" type="checkbox"/> Estimates Costs	<input checked="" type="checkbox"/>	Approves payment requests of ACH drawdowns
Obtains funding commitments		Manages cost-reimbursement contracts
Prepares procurement requests	<input checked="" type="checkbox"/>	Reviews invoices
<input checked="" type="checkbox"/> Writes statements of work	<input checked="" type="checkbox"/>	Inspects and accepts deliverables
<input checked="" type="checkbox"/> Reviews statements of work		Other (list)
Processes unsolicited proposals		
Responds to pre-award inquiries		
Participates in pre-award conferences		Close-out:
<input checked="" type="checkbox"/> Conducts technical evaluation of proposals		Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests		Reconciles payments with work performance
Other (lists)		Closes-out payments
		Performs cost accounting
Post-award:		Provides assistance to Contracting Officer in settling claims
<input checked="" type="checkbox"/> Prepares delivery orders		Other (list)
<input checked="" type="checkbox"/> Reviews contractor work plans		
<input checked="" type="checkbox"/> Reviews contractor progress reports		
Monitors government-furnished property		
<input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award		
		Percentage of Time Spent on Contracts Management
		35 %

Continued

Part 2. Grants/Cooperative Agreements Duties		Advises Grants Management Office of potential problems/issues	
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions	
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns	
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments	
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement	
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement	
Negotiates level of funding		Other (list)	
Conducts site visits to evaluate program capability		Close-out:	
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely	
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
Other (list)		Reconciles payment with work performed	
		Notifies recipient of close-out requirements	
Award:		Obtains legal assistance if necessary to resolve incomplete close-out	
Prepares funding package, including Decision Memorandum		If project is audited, responds to issues and ensures recipient complies with audit recommendations	
Obtains concurrences/approvals		Other (list)	
Reviews/concurs in completed document			
Establishes project file		Percentage of Time Spent on Grants/Cooperative Agreements Management	
Other (list)			
Project Management/Administration:			
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments			
Provides technical assistance to recipients			
Part 3. Interagency Agreements Duties			
Pre-Agreement:		Monitors cost management and overall technical performance	
Plans and negotiates work effort		Participates in decisions about project modification/termination	
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Obtains funding commitments		Inspects and accepts deliverables	
Prepares commitment notice		Other (list)	
Writes or reviews scope of work			
Responds to pre-agreement inquiries		Close-out:	
Participates in pre-agreement conferences		Reviews final report	
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment	
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed	
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)	
Prepares funding package and obtains necessary concurrences		Certifies deliverables	
Other (list)		Resolves close-out issues with Grants Management Office/other agency	
		Other (list)	
Project Management/Administration:			
Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:	



United States
ENVIRONMENTAL PROTECTION AGENCY
Washington, DC 20460

Position Risk Designation Checklist

AAship/Region: Region 3 Type of Action: Promotion SF 52 Request No.: 3HS4213172

Position Title/Series/Grade: Superfund Records Mgmt Coordinator-GS-0301/13

Full Performance Level (FPL) of Position: _____
(Risk designation is based on FPL)

Functional Title (if applicable): _____
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 13BV03C0002. (Your Service Agreement Account Owner can help you with this.) Please Note: This SF 52 action will not be processed unless the service agreement number is provided.

DIRECTIONS: Hiring officials or supervisors must complete this form for all personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No
What is the name of the incumbent of the above position? ANNA BUTCH
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☐ No
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

NOTE: Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

- ☐ Attorney—Moderate
- ☐ Bench Scientist, such as chemist, biologist, etc.—Moderate
- ☐ Contract Project Officer—Moderate
- ☐ Contract Specialist—Moderate
- ☐ Criminal Investigator (all grades, all positions)—High
- ☐ Deputy Division or Division Director—High
- ☐ Financial Specialist/Accountant/Budget Analyst—Moderate
- ☐ Grants Project Officer—Moderate
- ☐ Grants Specialist (GS 12 and below)—Low
- ☐ Grants Specialist (GS 13 and above)—Moderate
- ☐ HR Specialist (Benefits)—Moderate
- ☐ HR Specialist (Classification)—Low
- ☐ HR Specialist (ER/LR)—Moderate
- ☐ HR Specialist (Generalist)—Moderate
- ☐ HR Specialist (Staffing)—Moderate
- ☐ HR Specialist (Training)—Low
- ☐ Inspector—Moderate
- ☐ IT Specialist (Application Software)—High
- ☐ IT Specialist (Customer Service)—Moderate
- ☐ IT Specialist (Data Management)—Moderate

- ☐ IT Specialist (Enterprise Architecture)—Moderate
- ☐ IT Specialist (Internet)—High
- ☐ IT Specialist (Network Services)—High
- ☐ IT Specialist (Operating System)—High
- ☐ IT Specialist (Policy and Planning)—Moderate
- ☐ IT Specialist (Security)—High
- ☐ IT Specialist (System Administrator)—High
- ☐ IT Specialist (Systems Analysis)—Moderate
- ☐ On-Scene Coordinator (all grades, all positions)—High
- ☐ Permit Writer—Moderate
- ☐ Public Affairs Specialist/Community Involvement Coordinator—Moderate
- ☐ QA Scientist—Moderate
- ☐ RCRA Corrective Action Officer—Moderate
- ☐ Remedial Project Manager—Moderate
- ☐ Site Assessment Manager—Moderate
- ☐ Support Services Specialist—Moderate
- ☐ Toxicologist—Moderate
- ☐ OIG Employee (all grades, all positions)—High
- ☐ Other Known High-Risk Position—High
- ☐ Supervisor of High-Risk Employee(s)—High

3. Requires access to classified information or materials? ☐ Yes ☐ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

NOTE: If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. Requires access to sensitive information or materials? ☐ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|--|---|
| <input type="checkbox"/> EPA's financial resources/records | <input type="checkbox"/> Confidential business information |
| <input type="checkbox"/> Proprietary information | <input type="checkbox"/> Personally identifiable information (e.g., address) |
| <input type="checkbox"/> Audits (e.g., financial reviews) | <input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth) |
| <input type="checkbox"/> Investigations (e.g., CID) | <input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page) |
5. The scope of this position is: ☐ Local ☐ Regional ☐ National ☐ Global
6. The impact/potential harm this position could cause would be: ☐ Internal to EPA ☐ Multi-Agency/Government-wide ☐ Beyond the Government
7. Position is a presidential or political appointment: ☐ Yes ☐ No
8. Requires access to hazardous or dangerous material (nuclear, biological, or chemical): ☐ Yes ☐ No
What materials are involved? _____
9. Makes policy that affects AAship, Regional or Agency operations (not simply local branch or section operations):
☐ Yes ☐ No Describe: _____
10. Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off: ☐ Yes ☐ No
11. Obligates the agency to take action or spend funds: ☐ Yes ☐ No
What actions? _____
What amount of funding typically? _____ What is the ceiling? _____
12. Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations: ☐ Yes ☐ No (If "Yes," check all that apply.)
- | | |
|---|---|
| Communicates with: | Communication methods: |
| <input type="checkbox"/> EPA personnel | <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) |
| <input type="checkbox"/> Government entities outside of EPA | <input type="checkbox"/> Participates in meetings, conferences, or seminars |
| <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups | <input type="checkbox"/> Posts material on the EPA intranet or public website |
| | <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters |
13. Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications: ☐ Yes ☐ No
What systems/programs are involved? _____
14. Directly enforces health regulations and/or protects public safety: ☐ Yes ☐ No
15. Investigates or audits government or nongovernment personnel, programs, and/or activities: ☐ Yes ☐ No
(Note: Relates to investigating and auditing, but not simply overseeing.)
What personnel, programs, and/or activities are involved? _____
16. Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure: ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. Requires official EPA credentials: ☐ Yes ☐ No
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. Other unique or critical characteristics/duties/requirements not previously covered? ☐ Yes ☐ No
Describe: _____

Name (Please Print)

Signature

Title

Date